

STATE OF MONTANA

ERGONOMICS ASSESSMENT SURVEY FORM

DATE:_____ **COMPLETED BY:**_____

DEPARTMENT:_____ **DIVISION:**_____

BUREAU:_____ **WORKSTATION:**_____

INSTRUCTIONS: This assessment was designed for use by state agencies to identify Cumulative Trauma Disorder (CTD) risk factors in office settings. It is recommended that an ergonomic assessment for each workstation be conducted by the employee or a supervisor, at least quarterly. Please respond to the criteria statements below with a ‘Yes’ or ‘No’ answer. Where the answer is ‘No’, recommendations to correct deficiencies are provided.

BACK				
CRITERIA	YES	NO	RECOMMENDATIONS	COMMENTS
Chair is adjustable height (pneumatic lift preferred).				
Chair backrest supports the inward curvature of the operator’s spine in the lumbar region.			Seat back is adjustable (vertical and horizontal preferred, but not mandatory). Seat is tilted back no more than ‘10’. An ‘ergo pillow’ placed under the lumbar region of the spine in the absence of an ergonomically adjustable backrest is recommended. A less costly alternative for a lumbar support includes a rolled up towel or rolled up bubble wrap from packaging.	
The chair is equipped with 4 to 5 casters for mobility and safety.			Same as criteria.	
The chair has a swivel seat to maximize ‘swing space’ and minimize stress on the back, shoulders, and arms.			Same as criteria.	

ARMS/WRISTS				
CRITERIA	YES	NO	RECOMMENDATIONS	COMMENTS
Operator's arms are positioned appropriately.			Purchase an 'ergo chair's with adjustable armrests or in the absence of an 'ergo chair' operator's arms are keyboard height and kept close to the body.	
During keyboard use, operator's lower arms form an angle of 80 to 100 degrees with upper arm. Upper arm is horizontal and parallel to the wrist.			Keyboard placed at elbow height with a slight incline. Raise the chair seat. Lower the keyboard by: 1) use of a articulating arm; 2) special computer table; or 3) adjustable keyboard holder.	
Operator's wrists are level to arm and are not bent upward or downward at a sharp angle.			A wrist rest might help relieve pressure on the wrist's tendons and nerves. The wrist should not rest on a sharp edge or surface. The rest should be cushioned with front edge slightly curved. It should be at least as high as the front of the keyboard, but not higher than the "home" row of keys. A less costly alternative to a wrist rest includes a small rolled up towel, a strip of high density foam, or a rolled up shipping bubble wrap.	

LEGS/FEET				
CRITERIA	YES	NO	RECOMMENDATIONS	COMMENTS
The operator's feet are flat on the floor or supported by a foot rest.			Lower or raise chair, if adjustable. The angle between the thigh and lower leg should be 90 degrees or slightly higher.	
There is space between the back of the operator's knees and the front edge of the chair.			Lower the chair, while at the same time raising the feet, or use a lumbar support to sit farther forward. Temporary footrests can be an old phone book, a box, or a shelf.	
There is adequate swing space between the operator's legs and the underside of the desk.			Raise or lower the chair. Raise or lower the desk.	

EYES				
CRITERIA	YES	NO	RECOMMENDATIONS	COMMENTS
The screen is 13" to 28" from the operator's eyes (ideal is 18" to 22").			Same as criteria.	
The screen is tilted back 10 to 20 degrees (unless the angle causes additional glare).			Same as criteria.	
The top of the monitor is no more than 25 degrees at or below eye level.			Monitor position may be raised or lowered by purchasing a height adjustable monitor holder or computer support arm. Less costly alternatives to raise the monitor include an old phone book, or a few taped together, computer printouts taped together, a wooden shelf, etc. Raise or lower the chair.	
There is no glare on the screen face.			1) Tilt the screen or rotate monitor. 2) Get a glare guard. Mesh guards are not recommended because they are hard to clean and make the characters fuzzy.	
There are no mirror images on the screen.			Minimize highly reflective work surfaces (i.e. white paper, white clothing, etc.) Reduce background light level by using lower watt bulbs, removing bulbs, or adjusting blinds or curtains. Move monitor away from windows or other sources of light. Avoid positioning monitor parallel to windows.	
There is no light shining directly in operator's eyes.			Tilt or rotate the monitor.	
Contrast and brightness levels on the monitor are adjusted to a setting to give the best clarity.			Same as criteria.	
Documents are located at eye level and near the monitor.			Use a copy holder to reduce strain on eyes and neck.	

SHOULDERS/NECK				
CRITERIA	YES	NO	RECOMMENDATIONS	COMMENTS
Reaches are minimized.			Rearrange layout of tools, equipment, and office supplies. Reduce the dimensions of the work surface. Utilize document holders or shoulder receivers for phones.	
Seat back and chair are adjustable and positioned appropriately			Adjust position of chair so that operator does not hunch head, neck, or back forward or lean backward.	